

**LETTER OF AGREEMENT  
BETWEEN  
YMCA OF METROPOLITAN LOS ANGELES  
AND  
CITY OF LOS ANGELES  
FOR UTILIZATION OF  
HYGIENE FACILITIES FOR UNSHELTERED RESIDENTS**

WHEREAS, the YMCA of Metropolitan Los Angeles (Vendor) shall provide hygiene facilities for unsheltered residents during the period covered by the emergency declaration related to COVID 19; and

WHEREAS, the Vendor possesses the required expertise, equipment, and ability to complete required tasks; and

WHEREAS, this Letter of Agreement (LOA) is being used by the City to secure facilities to provide hygiene services for unsheltered residents; and

WHEREAS, the Vendor's services are deemed to be vital to meet the City's commitment to protecting the public health and environment, maintaining safe work environments, and efficient operations; and

WHEREAS, the Vendor will provide a unique and technical service for a temporary duration, for which the use of competitive bidding for such services is not practical or advantageous, nor reasonably practicable or compatible with the City's interests. Thus, per Los Angeles City Charter section 371(e)(2) and section 372, this Agreement is exempt from competitive bidding and competitive proposal; and

WHEREAS, by affixing contract vendor's signature to this Letter of Agreement, the contract vendor agrees to adhere to the Non-Discrimination, Equal Employment Practices and Affirmative Action Program Provisions for the duration of this contract and also acknowledges their responsibility to comply with the Non-Discrimination, Equal Employment Practice and Affirmative Action provisions as shown in the attachment to this Letter of Agreement;

NOW, THEREFORE, in consideration of the foregoing and of the benefits which will accrue to the parties hereto in carrying out the terms and conditions of this Agreement, it is understood and agreed by and between the parties hereto as follows

**Term of the Agreement:**

The term of this Agreement shall cover services from April 1, 2020, to June, 30, 2020, and any additional time as may be necessary to close out activities, provided, that said term is subject to the provisions of this Agreement. Performance shall not commence until the Vendor has obtained the City's approval of required documents described in this Agreement, and is in receipt of those and/or other documents as described in this Agreement and set forth below:

1. Term

The term of this Agreement shall be three (3) months from its execution unless extended by written mutual agreement of the Parties, not to exceed three years.

2. Expiration and Termination

Notwithstanding any other provisions of this Agreement, the YMCA may terminate this Agreement for any or no reason by providing the City with at least one week advance written notice of such termination. The City will be entitled to a refund for the portion of the month that the City did not use the Facilities.

3. Return Condition

The City may not remove any fixtures that are built-into or attached to any portion of the facilities or that were paid for with YMCA funds.

Upon termination of this Agreement, the City shall ensure that it has fully cleaned the Facilities (or will conduct a full cleaning of the Facilities within forty-eight (48) hours after the expiration of the term of this Agreement), using hospital-grade disinfectant and cleaning supplies, at each Branch listed on Exhibit A to ensure the Facilities return to pre-agreement condition and to ensure no infections or spread by the coronavirus.

Upon return of possession to the YMCA, or termination of this Agreement, the Facilities shall be in a safe and well-maintained condition, comparable to their condition upon commencement of the City's possession thereof. Upon surrender of possession, if the Facilities are not in such condition, at the election of the YMCA, the City shall either restore them to the required condition or shall pay the YMCA the reasonable cost of such restoration.



## **Statement of Work to be Provided by the Vendor:**

The Vendor shall provide services which are as follows

1. **City Use of Facilities**

The City, subject to all provisions of this Agreement, shall be permitted to use the Facilities for purposes of providing and conducting its hygiene program, and for other purposes permitted pursuant to this Agreement. "Facilities" refers to the showers and adjacent bathrooms, lockers and other such adjacent spaces at the Branches. No such use of the Facilities by the City shall interfere with the activities of the YMCA.

The City shall use the Facilities solely for purposes of its unsheltered hygiene program, and in conformance with all federal, state and municipal regulations and ordinances, including, but not limited to, those related to sanitation, health and safety, as well as the YMCA and City's administrative regulations and/or the YMCA's policies and procedures.

2. **Schedule of Use**

Subject to the exclusive and primary use rights of the YMCA, the City's use of the YMCA, as described in Paragraph 1, above, shall be from 9:00 a.m. to 2:00 p.m. Monday through Friday.

3. **Responsibility for Staffing and Operating the Facilities**

The City shall inspect the Facilities for dangerous conditions of property prior to its use to ensure property is safe and ascertain any preexisting conditions of damage and/or wear and tear. By its use of the Facilities, the City acknowledges, agrees and represents that it has inspected, or immediately upon entering will inspect, and carefully consider such premises and Facilities. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in the program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the City finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the City and the participants in the program.

Further, each participant in the program will sign a waiver releasing the City and YMCA against any claims, actions, lawsuits, damages and judgments including attorney's fees arising out of its use of facilities. The City will provide the YMCA with its waiver. Participants must comply with the YMCA's Shower Program Rules and Agreement and must execute and complete the YMCA's Application for Shower Program and the YMCA's Assumption of Risk, Release, and Waiver of Liability and Indemnity Agreement.



4. Project Management

Both parties, the City and YMCA, shall designate a project manager who shall be responsible for the oversight of this Agreement to ensure that all provisions are met.

Should the Vendor determine a need to alter the services described, a request must be submitted to the City in writing. The Vendor shall not alter such services without the City's written approval.

**Terms of Compensation:**

For the complete and satisfactory performance of the terms of this Agreement, the City shall pay to the Vendor an amount not to exceed \$540,000.00. The schedule of work and prices are as follows:

1. Costs and Fees

In consideration for use of the Facilities, the City shall pay YMCA a fee for the use of the Premises and Facilities during the term of this Agreement in the amount of \$20,000.00 per month, per branch (9 branches total), payable in advance due on the first of each month. The use of Facilities includes, but is not limited to, water, sewer, electricity and gas, as needed.

2. Responsibility for Damage

The City shall be solely responsible for the repair of any damage to the Facilities due to, or as a result of, the City's use of such facilities. The repairs shall be sufficient to restore the damaged item to its condition prior to such damage. The YMCA will make such repairs and the City shall reimburse the YMCA for the cost of such repairs no later than ninety (90) days after the request for reimbursement has been submitted.

3. Exclusion

Each program participant, in accordance with the Shower Program Rules and Agreement, will be temperature screened by YMCA staff and not allowed into the YMCA if temperature is over 100.4 degrees Fahrenheit, or otherwise exhibits common symptoms of COVID-19, including, but not limited to cough, sneeze, shortness of breath or other indicators of flu or cold.

Supporting documentation for all labor, expense, and material charges billed must accompany invoices submitted for payment.

The reimbursement for expenses incurred in the performance of this Agreement shall be made only upon acceptance by the City of the Vendor's invoice and supporting documentation. Payments to the Vendor may be unilaterally withheld or reduced by the City if the Vendor fails to comply with the provisions of this Agreement.



**Liability and Insurance Policy**

1. The City shall obtain, and shall maintain, at its own cost and expense, for the term of this Agreement, a policy of commercial general liability insurance ("Policy"), written on an "occurrence" basis with a combined single limit of no less than one million dollars (\$1,000,000) per occurrence covering the claims for bodily injury including death, property damage and damages that is alleged to arise in whole or in part out of this program and the use by the City and the program's participants of the facilities (which will also include for these purposes the parking lot, the driveways, roads and any other point of ingress or egress), and participation in the program, including any active or passive negligence attributed to, or claimed to be attributed to, the YMCA, or any of its directors, officers, employees, agents, volunteers, invitees, or contractors, or any person directly or indirectly employed by any of them. Furthermore, the Policy shall be properly endorsed to add the YMCA as a name insured.
2. In lieu of maintaining a Policy in the amounts set forth above and Memoranda of Coverage related to such a Policy, the City may provide evidence to the YMCA that the City has a formal program of self-insurance in effect that is acceptable to the YMCA.
3. Prior to any use by the City of YMCA Facilities pursuant to this Agreement, the City shall provide to the YMCA copies of all Memoranda of Coverage or all insurance policies required to be obtained pursuant to this Agreement, or evidence to the YMCA that the City has a formal program of self-insurance, as applicable.
4. To the extent the City has a Policy, then the City will be required to notify the YMCA in writing immediately if the policy lapses or any non-payment of premiums by the City. If the City fails to notify the YMCA of such lapse or non-payment, the Agreement will be subject to termination by the YMCA immediately. The lapse or other reservation of any applicable insurance policy does not excuse the City's obligation to defend and indemnify the YMCA as outlined in this Agreement.
5. The City hereby agrees to indemnify, defend, and hold harmless the YMCA and its directors, officers, administrators, employees, volunteers, and agents against and from any liability, including for damage to property and injury or death of any person, and any claim, action, or proceeding against the YMCA, arising in whole or in part out of this Agreement or the City's use of the Facilities for this program (which will also include for these purposes the parking lot, driveways, roads, and any other point of ingress or egress), and participation in the program, including any active or passive negligence attributed to, or claimed to attributed to, the YMCA.



The YMCA may participate in the defense of any such claim, action, or proceeding, utilizing legal counsel of its choice at the expense of the City. However, such participation shall not relieve the City of any obligation imposed pursuant to this Agreement. The YMCA shall promptly notify the City of any such claim, action, or proceeding and shall cooperate fully in the defense of same.

#### **Standard Provisions:**

Except as to PSC-18 and PSC-23, Vendor agrees to comply with the provisions outlined in the City's "Standard Provisions for City Contracts" (Rev. 10/17), which are incorporated herein by reference. Vendor is responsible for completing and submitting all attendant documentation as requested by the City. In the event of an inconsistency between any of the provisions of this Agreement and/or attachments, the inconsistency shall be resolved by giving precedence in the following order:

1. Paragraphs set forth in this Agreement;
2. Standard Provisions for City Personal Services Contracts.

Vendor also agrees that unless otherwise exempt by the provisions of the Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded will be subject to the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

#### **Applicable Law, Interpretation and Enforcement**

Each party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the City. This Agreement shall be enforced and interpreted under the laws of the State of California and the City.

If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions of provisions shall not be affected thereby.

#### **Counterparts**

This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

Signature Page

In witness whereof, the City of Los Angeles and YMCA of Los Angeles have caused this Agreement to be executed by their duly authorized representatives:

For: YMCA OF LOS ANGELES

By: 

Name: Mark Dengler

Title: Chief Operating Officer / Executive Vice President

Date: April 5, 2020

For: THE CITY OF LOS ANGELES

By: \_\_\_\_\_

Name: COMMISSIONER KEVIN JAMES

Title: PRESIDENT

Department: BOARD OF PUBLIC WORKS

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

MICHAEL N. FEUER, City Attorney

By: 

Name: ADENA M. HOPENSTAND

Title: Deputy City Attorney

Department: CITY ATTORNEY

Date: 4/5/2020

## ATTACHMENT A

Given the City's need for hygiene facilities for its unsheltered population, the City and YMCA hereby agree that the City will utilize the hygiene facilities at the following branches:

Anderson Munger Family YMCA  
4301 W 3<sup>rd</sup> Street  
Los Angeles, CA 90020

Collins & Katz Family YMCA  
1466 S Westgate Avenue  
Los Angeles, CA 90025

Hollywood Wilshire YMCA  
1553 N Schrader Boulevard  
Los Angeles, CA 90028

Stuart M. Ketchum- Downtown YMCA  
401 S Hope Street  
Los Angeles, CA 90071

Mid-Valley Family YMCA  
6901 Lennox Avenue  
Van Nuys, CA 91405

North Valley YMCA  
11336 Corbin Avenue  
Northridge, CA 91326

Weingart YMCA Wellness & Aquatic Center  
9900 S Vermont Avenue  
Los Angeles, CA 90044

Westchester Family YMCA  
8015 S Sepulveda Boulevard  
Westchester, CA 90045

West Valley Family YMCA  
18810 Vanowen Street  
Reseda, CA 91335